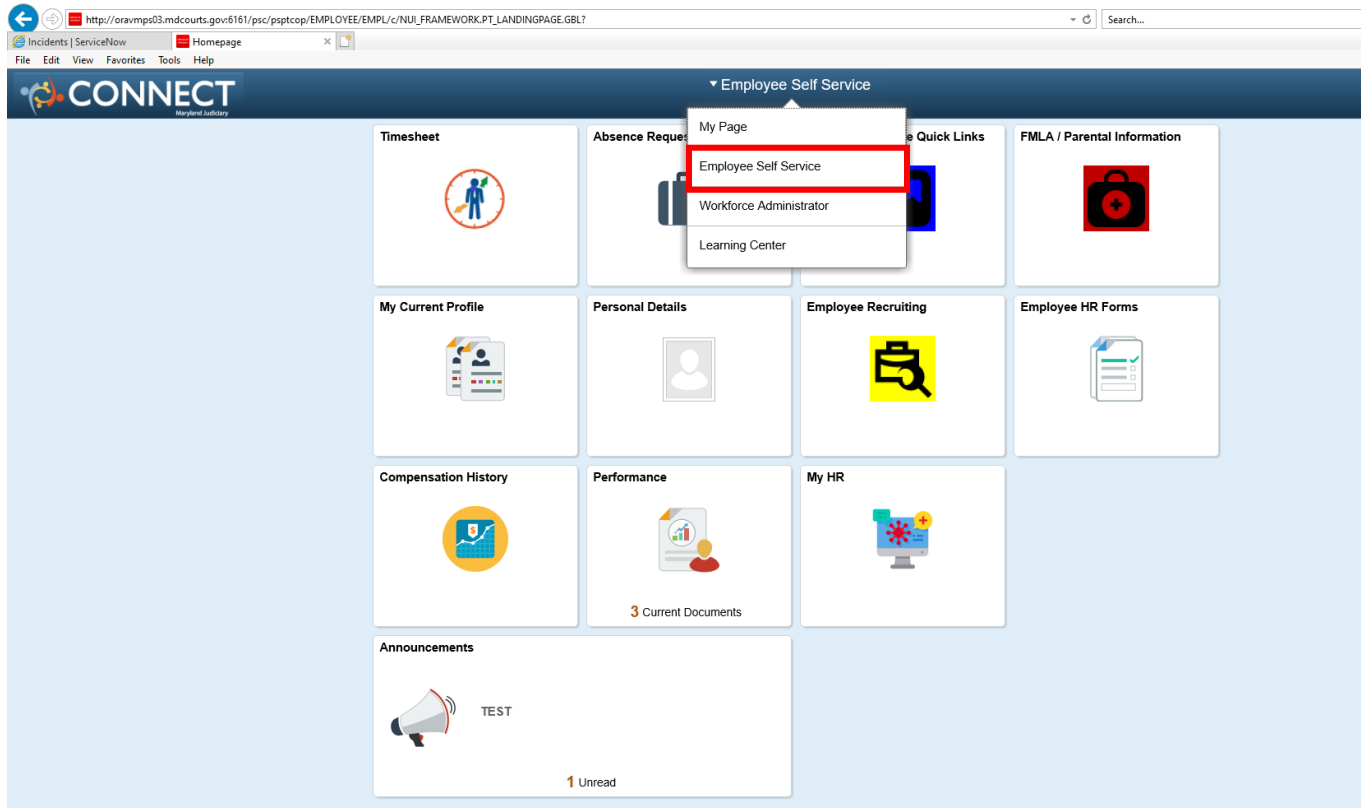


## 2022 Employee Performance Appraisal Instructions

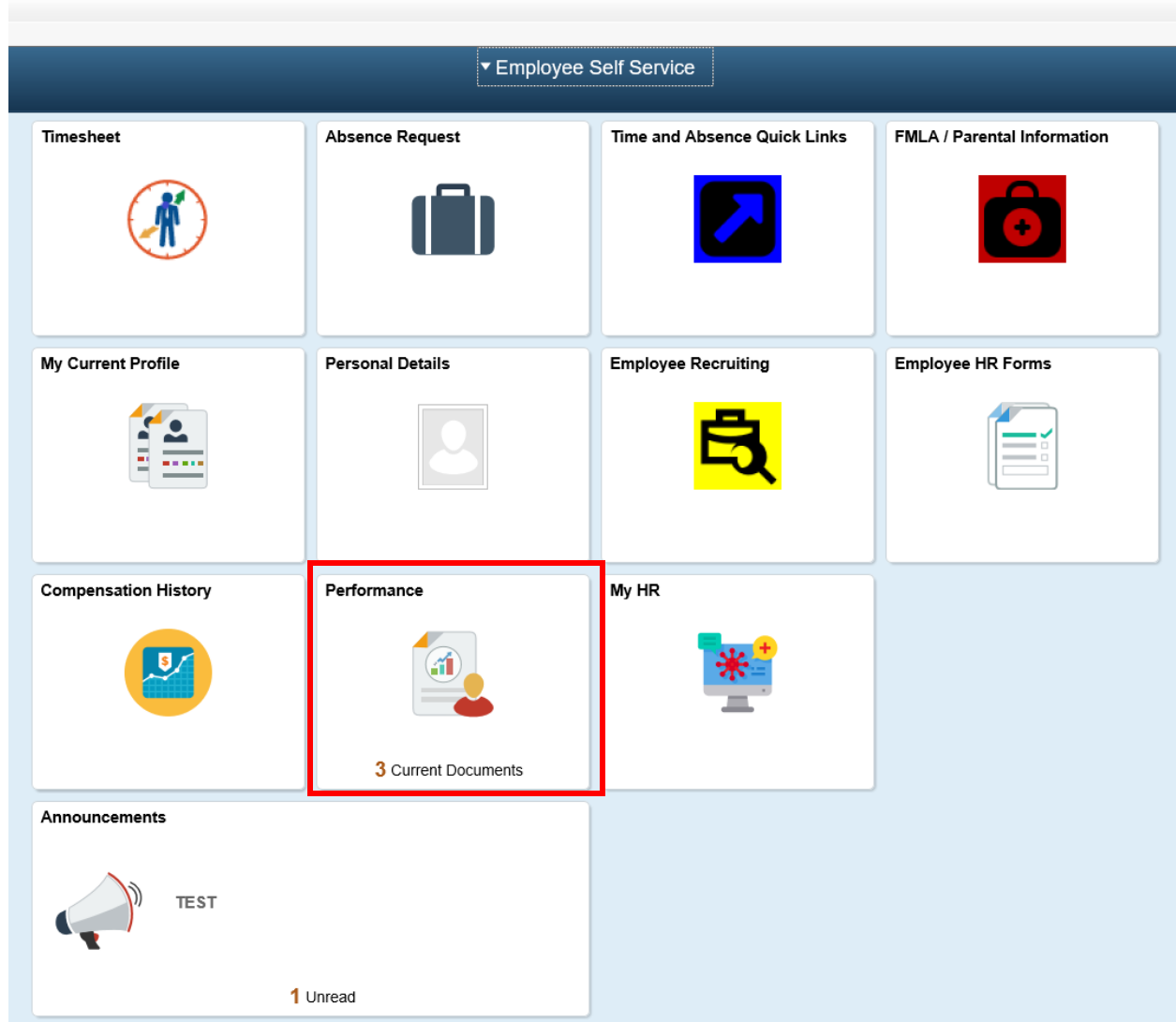
*Please note that At-will employees do not complete appraisals. See the At-will Employment Policy found here for more information:*

<https://mdcourts.gov/sites/default/files/import/employeehandbook/pdfs/atwillemployment.pdf>

1. Log into CONNECT, then select “Employee Self Service” homepage.



2. On the Employee Self Service homepage, select the “Performance” tile.



3. Select “My Current Documents” from the left panel choices.
  - a. Select the Document type for the 01/01/2022 – 12/31/2022 evaluation period.

Employee Self Service

Performance

My Current Documents 3

My Historical Documents

Evaluations of Others 0

Historical Evaluations of Others

My Current Documents

Document Type	Document Status	Period Begin / Period End	Next Due Date	
Annual Performance Appraisal	Evaluation in Progress	01/01/2020 12/31/2020	03/02/2021	>
Annual Performance Appraisal	Evaluation in Progress	01/01/2018 12/31/2018	04/30/2019	>
Annual Performance Appraisal	Evaluation in Progress	01/20/2016 12/30/2016	02/28/2017	>

4. You will be taken to the “Performance Process” for your Self-Evaluation.

NOTE: The Self-Evaluation MUST be completed by the employee.

The screenshot shows the 'Performance Process' interface. On the left, a sidebar contains 'Steps and Tasks' with a progress bar and two main tasks: 'Complete Self Evaluation' (due 03/02/2021) and 'Review Manager Evaluation' (due 05/01/2021). The 'Update and Complete' button is highlighted. The main content area is titled 'Annual Performance Appraisal' and 'Self-Evaluation - Update and Complete'. It displays employee information (Employee ID, Department, Location, Plan/Grade) and service details (14 Years, 3 Months). A 'Rating History' link is present. Below this, instructions state: 'Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.' There are buttons for 'Long Format' and 'Calculate All Ratings'. Two tabs are visible: 'Performance Factors' (active) and 'Development Goals'. Under 'Section 1 - Competencies', instructions say 'Enter ratings and comments for each competency and behavior listed below, if applicable.' There are 'Expand' and 'Collapse' buttons. A list of competencies follows: 'Competency 1: Cooperation and Support', 'Competency 2: Work Quality', 'Competency 3: Dependability', 'Competency 4: Job Knowledge and Skills', and 'Competency 5: Work Quantity'. At the bottom, a 'Competencies Summary' section includes an 'Employee Rating' dropdown (set to 0.00) and a rich text editor for 'Employee Comments' with a 'Writing Tools' link.

Select “Expand” under section 1 to expand all the Competencies at once, or you can select the right facing arrow to expand each competency individually.

5. Employees must complete the “Employee Comments” under each Competency listed.

Performance

Performance Process

Steps and Tasks

Annual Performance Appraisal  
01/01/2020 ~ 12/31/2020  
Overview

Complete Self Evaluation  
Due Date 03/02/2021  
Update and Complete

Review Manager Evaluation  
Due Date 05/01/2021

Annual Performance Appraisal

Self-Evaluation - Update and Complete

Employee ID  
Department  
Location  
Plan/Grade  
Years of Service 14 Years 3 Months  
Rating History

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Long Format | Calculate All Ratings

Performance Factors | Development Goals

Section 1 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

Expand | Collapse

Competency 1: Cooperation and Support

Description : The employee demonstrates good interpersonal and relationship skills. The employee is cooperative and courteous with management, coworkers and customers.

Employee Comments  
Writing Tools

Created By Template 12/14/2020 11:20AM

Competency 2: Work Quality

Competency 3: Dependability

Competency 4: Job Knowledge and Skills

Competency 5: Work Quantity

Competencies Summary

6. Under “Competencies Summary,” enter your self-assessed Employee Rating and enter your comments in the summary.

< Performance
Performance Process

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**Performance Process**  
  
**Steps and Tasks**  
  
 Annual Performance Appraisal  
 01/01/2020 - 12/31/2020 [Overview](#)  
  
☒ Complete Self Evaluation  
 Due Date 03/02/2021  
☒ Update and Complete  
  
☐ Review Manager Evaluation  
 Due Date 05/01/2021

### Annual Performance Appraisal

#### Self-Evaluation - Update and Complete

[Expand](#) | [Collapse](#)

▼ Competency 1: Cooperation and Support

Description : The employee demonstrates good interpersonal and relationship skills. The employee is cooperative and courteous with management, coworkers and customers.

Employee Comments
Writing Tools

Created By Template
12/14/2020 11:20AM

▶ Competency 2: Work Quality

▶ Competency 3: Dependability

▶ Competency 4: Job Knowledge and Skills

▶ Competency 5: Work Quantity

**Competencies Summary**

Employee Rating

▼

0.00

Employee Comments
Writing Tools

7. Select the “Developmental Goals” tab. Select “Expand” to see all areas of the Employee Goals.
  - a. Information must be entered for Employee Goals. Select either Long-term Goal, Short-term Goal or Stretch Goal.
  - b. Information must be entered in the Goals Summary.

Performance Process

Steps and Tasks

Annual Performance Appraisal  
01/01/2020 - 12/31/2020  
[Overview](#)

Complete Self Evaluation  
Due Date 03/02/2021

Update and Complete

Review Manager Evaluation  
Due Date 05/01/2021

Annual Performance Appraisal

Self-Evaluation - Update and Complete

Plan/Grade  
Years of Service 14 Years  
[Rating History](#) 3 Months

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

[Long Format](#) | [Calculate All Ratings](#)

Performance Factors

Development Goals

Section 2 - Employee Goals

Enter ratings and comments for each goal listed below, if applicable.

[Expand](#) | [Collapse](#) | [Add Goal](#)

Goal 1: Development Goals

Description :

Long Term Goal Short Term Goal Stretch Goal

Employee Rating

Employee Comments

Writing Tools

Created By Template 12/14/2020 11:20AM

Goals Summary

Employee Comments

Writing Tools

8. Review your Self-Evaluation. **Please review your Self-Evaluation before saving it because you will no longer be able to edit your Self-Evaluation once you select “Save.”** If complete, select “Save” and then “Complete” in that order.

Performance Process

Annual Performance Appraisal

SaveComplete

Self-Evaluation - Update and Complete

Document TypeAnnual Performance Appraisal

Period01/01/2020 - 12/31/2020

Template

Document ID16839

StatusEvaluation in Progress

Due Date03/02/2021

Print

Notify

Export

Employee Data

Employee ID

Department

Location

Plan/Grade

Years of Service14 Years

3 Months

Rating History

Enter your ratings and comments for each applicable section and save. When you have finished updating your evaluation select the complete button to save your changes and send this document to your manager for review.

Long Format

Calculate All Ratings

Performance Factors

Development Goals

Section 1 - Competencies

Enter ratings and comments for each competency and behavior listed below, if applicable.

Expand

Collapse

Competency 1: Cooperation and Support

Competency 2: Work Quality

Competency 3: Dependability

Competency 4: Job Knowledge and Skills

Competency 5: Work Quantity

Competencies Summary

Employee RatingMeets Standards2.30

Employee Comments

Writing Tools

TEST



9. Upon selecting “Complete,” you will receive the message below:

The screenshot shows the 'Annual Performance Appraisal' interface. The main section is titled 'Self-Evaluation - Update and Complete'. It displays a profile icon, job title, document type, template, status (Evaluation in Progress), manager, period (01/01/2020 - 12/31/2020), document ID (16839), and due date (03/02/2021). Below this is the 'Employee Data' section, which includes employee ID, department, location, plan/grade, years of service (14 Years), and months (3 Months). A message states: 'You have successfully saved your evaluation. Enter your ratings and comments for each applicable section and save. When you have finished updating your changes and send this document to your manager for review.' There are buttons for 'Long Format' and 'Calculate All Ratings'. Below these are tabs for 'Performance Factors' and 'Development Goals'. The 'Section 1 - Competencies' section is expanded, showing a list of competencies. A modal dialog titled 'Complete Evaluation' is open, displaying the message: 'You have almost finalized your self evaluation. If you have no further entries select confirm to complete this evaluation and send it to your manager for review.' The dialog has 'Confirm' and 'Cancel' buttons.

10. Select “Confirm.” At this point, the Self-Evaluation will be sent to your Manager to complete the Manager Evaluation portion. You will no longer be able to edit your Self-evaluation.

The screenshot shows the 'Performance Process' interface. The top navigation bar includes a 'Performance' tab and a 'Performance Process' section. The main content area is titled 'Annual Performance Appraisal' and 'Confirmation - Document Completed'. A message states: 'You have successfully completed your evaluation.' The left sidebar shows the 'Steps and Tasks' section, which includes a list of tasks: 'Complete Self Evaluation' (Due Date: 03/02/2021) and 'Review Manager Evaluation' (Due Date: 05/01/2021). The 'Complete Self Evaluation' task is highlighted, and a 'View' button is visible next to it.